



3195 Woodside Road Woodside, CA 94062
Office: 650.851.1571 Fax: 650.851.5577

Transitional Kindergarten – 1st Grade Student Acceptable Use Policy: Technology

This document serves as means of promoting responsible use of technological resources provided by the Woodside School and Woodside School District. Here are the expectations for student use of computers, devices, network resources, and the Internet at our school. Parents, please review this with your child.

Access to the Internet allows connections to computer systems located all over the world. Neither the District nor any Woodside School District employee controls the content of the information found on the Internet. We have taken steps to reduce access to ‘adult’ sites through the use of a content filter to block inappropriate web sites; however, we cannot prevent access to all inappropriate content. Some of the information may be controversial and may even be offensive to some individuals.

The use of school technology is **not private**. For the protection of children, the school will monitor student computer activities including but not limited to:

- Web activity
- Daily use of school district devices

TK-1st Grade Student using technology in the Woodside School District will:

1. Agree that school technology is for class assignments and learning.
2. Agree that the use of technology is a privilege and inappropriate use may result in disciplinary action.
3. Agree to treat all technology equipment carefully and respectfully.
4. Agree to follow directions regarding all equipment (computers, printers, laptops, digital cameras, headphones, and microphones). Any intentional damage will result in disciplinary action and the loss of technology privileges.
5. Agree to release the Woodside School District and all other organizations affiliated to the Woodside Information Network from any liability or damages that may result from the inappropriate use of Internet connectivity on our campus. Furthermore, I will accept full responsibility and liability for the results of my actions with regards to use of the Internet at the Woodside School in this manner.

I understand and will follow the rules of this agreement. I understand that any violation of the above rules may result in disciplinary action, the loss of my Internet/network privileges, and/or appropriate legal action. I also agree to report any misuse of the information to my teacher.

I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school district and district personnel against all claims, damages, and costs that may result from my/my child's use of district technology, or the failure of any technology protection measures used by the district.

Student's Name: _____

I have read this use agreement with my child

Parent Name (Print): _____

Parent Signature: _____ Date: _____



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2nd – 4th Grade Student Acceptable Use Policy: Technology

This document serves as means of promoting responsible use of technological resources provided by the Woodside School District. Here are the expectations for student use of computers, devices, network resources, and the Internet at our school. Parents, please review this with your child.

Access to the Internet allows connections to computer systems located all over the world. Neither the District nor any Woodside School District employee controls the content of the information found on the Internet. We have taken steps to reduce access to ‘adult’ sites through the use of a content filter to block inappropriate web sites, however, we cannot prevent access to all inappropriate content. Some available information may be controversial and may even be offensive to some individuals.

The use of school technology is **not private**. For the protection of children, the school will monitor student computer activities including but not limited to:

- Web activity
- Emails
- Google Document postings
- Daily use of school district devices

Student using technology in the Woodside School District will:

1. Agree that school technology is for education, and that class assignments have first priority.
2. Agree that the use of the Internet as part of our students’ educational experience is a privilege that should be taken seriously. Any inappropriate use of this resource may result in the disciplinary action, loss of privileges, and/or legal action.
3. Agree not to participate in the transfer of inappropriate or illegal materials through the Woodside network or devices.
4. Agree never to modify any school device from its original configuration without the permission of the Director of Technology or Network Administrator.
5. Agree never to delete, damage, move, change, or hack into files belonging to others. This includes file names.
6. Agree to follow procedures for using all equipment such as laptops, Chromebooks, iPads, digital cameras, headphones, and microphones. Any intentional damage will result in disciplinary action and the loss of technology privileges.
7. Agree not to participate in any chat rooms, text messaging, or use of personal email accounts, unless approved by a teacher for the purpose of gaining access to files or materials for use in school-related activities.
8. Agree that under no circumstances will I allow any other individuals to use my account nor will I give anyone my password. System logins or accounts are to be used only by the authorized owner of the account. Users may not share or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. The use of another student’s Chromebook is NOT permitted at any time. A backup Chromebook is made available for all classrooms that can be used when a student’s Chromebook is not working properly. Remember to log out of the backup Chromebook.
10. Agree to return the Chromebook you are using to any district staff member when requested.

11. Agree to release the Woodside School District from any liability or damages that may result from the inappropriate use of Internet connectivity on our campus. Furthermore, I will accept full responsibility and liability for the results of my actions with regards to use of the Internet at the Woodside School.
12. Agree that no use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way.
13. Agree not to post any pictures or videos taken of students or staff during school hours on the Internet, either from school or home.
14. Agree not to use computers, the Woodside network, or the Internet without an adult present in the room. Students are not permitted in the lab at any time without a staff member present.

Disciplinary Action

Students violating the above technology agreement will be disciplined. The severity of the discipline depends on the seriousness of the violation. The school administration will determine the specific discipline, including the communication with parents or guardians.

Disciplinary action is listed below. The specific action taken depends on the nature of the violation and any past violations.

- A verbal reprimand
- A written reprimand that is included in the student's records and sent to parents or guardians
- Suspension of device and network use for a period of time:
 - Two weeks
 - One month
 - End of school year
 - Teachers will assign alternative activities during any period of suspension

Students will make restitution for intentional damage to equipment and network and for the costs incurred to replace equipment or correct the network status (for example, overtime charges to clear the network of a virus).

I understand and will follow the rules of this agreement. I understand that any violation of the above rules may result in disciplinary action, the loss of my Internet/network privileges, and/or appropriate legal action. I also agree to report any misuse of the information to my teacher.

I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school district and district personnel against all claims, damages, and costs that may result from my/my child's use of district technology, or the failure of any technology protection measures used by the district.

Student Name (Please print): _____

Student Signature: _____ Grade: _____

Parent Name (Please print): _____

Parent Signature: _____ Date: _____



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5th – 8th Grade Student Acceptable Use Policy: Technology

This document serves as means of promoting responsible use of technological resources provided by the Woodside School District. Here are the expectations for student use of computers, devices, network resources, and the Internet at our school and the use of school devices when off campus. Parents, please review this with your child.

Woodside Elementary School District (WESD) makes available to students access to the Internet via use of computers, Chromebooks, and tablets. Through the Internet students may interact with databases, web sites, web-based documents, and Email. Students might also publish online in the forms of shared documents, wiki, and blog contributions. Our goal in providing and maintaining the network tools needed to support these activities is to promote superior instructional value through sharing, collaboration, cooperation, innovation, and creativity.

Students are expected to use computers and all technology devices - tablets, iPods, cameras, printers - and the Internet responsibly and for school related purposes only. While we recognize that network access is vital to a student's participation in school, violations of conditions of use may result in network access being taken away in whole or in part by the school administration. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Students should review the "Student Handbook."

Terms and Conditions

Signatures of a parent/guardian and student indicate that this agreement has been read and is understood. Any questions should be addressed to the school administration or the technology coordinator.

Computer use: Computer use means that a student uses the school network and the Internet in an appropriate manner, described in this agreement.

Privileges: School computer use is a privilege and is necessary to accomplish many of the 21st century learning goals. However, inappropriate use of the resources may lead to disciplinary action that includes the suspension or complete revocation of computer/Chromebook, Google Suite, and/or Internet access.

Inappropriate material: Simply put, material not relevant to school-related activities. Some material is generally considered inappropriate, but may be viewed in class when approved by the teacher. In general, the following is considered inappropriate for general viewing:

- Explicit sexual content - images, videos, and text
- Building weapons, including explosives
- Hateful targeting of others, races, religions, ethnicity, sexual orientation, and personal behavior choices
- Video games
- Violence for entertainment

Network Etiquette

Be Respectful and Thoughtful

Be polite and courteous in messages sent to others. Only use appropriate language. Remember, what may be funny to you may be hurtful to someone else. Put yourself in another's position before clicking send. If you received the message or if you were the subject of the message, would you be upset? Inform a staff member if you receive any abusive Email or shared document or feel the target of any inappropriate online activity.

Email is a great tool to communicate with your teachers, administration, and classmates. However, Email should always relate to school activities. Use your personal Email, sent outside of school hours, to coordinate social activities and chat about personal issues.

Respect the privacy and security of your fellow students' files. Do not delete, alter, or copy files belonging to others. If you find a laptop, Chromebook, or computer connected to another's account, log out for them.

Do not take photos of other students or staff without first obtaining their permission. Never post pictures taken at school during school hours on the Internet, social networks, or share via Email or messages.

Be Responsible

You are one of several hundred users of the school's network. We do everything possible to support your network and Internet needs. However, we need your cooperation. Limit your Internet activity to classroom work. Music streaming sites, such as Pandora, should never be used: they slow the network down for everyone. Internet game sites should be accessed only as directed by a teacher. Do not download videos, pictures, or music without first obtaining teacher permission.

Some materials found on the Internet require the author's permission before you can download and/or reuse. Woodside lists several school-friendly sites on the Useful Links web page. Avoid having to access media twice: use these sites first whenever possible. You will be required to replace improperly used copyrighted material.

Use your login name/password only. Do not share your account information with other students and never log into the local network or a web-based program using someone else's credentials.

The use of another student's Chromebook is NOT permitted at any time. A backup Chromebook is made available for all classrooms that can be used when a student's Chromebook is not working properly. Remember to log out of the backup Chromebook.

We have installed all the software/apps necessary for your classroom activities. We have also configured the Chromebooks and computers to operate efficiently in the Woodside network. Do not install any software, apps, or modify any settings. If you feel that a new software package is useful or a different setting on a device would be advantageous, ask the technology department for help. Never download software or change device or system settings on your own. You will be responsible for covering the cost of resetting the device to the school's configuration, including the cost of virus removal.

Be Careful

Assume that all Internet-based communication is open to the public. Never provide personal information in any web posting: your full name, picture, family information (names of parents, address, phone number, etc.). Do not post the same personal information of others.

The use of the district network and equipment is **NOT private** and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in the use of district technology. To protect students the district will gather information from your online activity by monitoring web activity, emails, browsing history, screen shots, and Google documents. The district may also monitor your use of school devices at any time. Students will be contacted if inappropriate information is found. See the consequences of warnings at the end of this AUP.

Woodside filters student Internet access. All Internet activity is logged in files that are reviewed on a periodic basis. The rules assigned to the filter are updated regularly from teacher, administration, and student requests. However, filters are not perfect and students need to be careful when searching for information and especially for images. It is your responsibility to report inappropriate sites to your teacher or to the administration.

Be Productive

Chromebooks allow us to be mobile at work and school, providing access to the Internet and local network material anytime/anywhere. When taking school laptops, tablets, or cameras outside, take care to keep them clean and free of dents and scratches. You will be responsible for fixing damages caused by irresponsible use. Teachers may allow students to work on benches, under trees, and in quiet areas. Return their trust in you by staying on task, not purposely seeking inappropriate web sites, accessing personal Email, or social networking sites.

We recognize that many students have computers, tablets, and software at home that complement the equipment we have at school. Sometimes, students may utilize personal equipment to accomplish an assignment. In some cases, it makes sense to use the equipment on campus, but you must have a teacher’s permission to do so.

Woodside School cannot be responsible for lost, damaged, or stolen equipment. Before bringing an expensive laptop or other device to school, think about how you will keep it safe and secure. Laptops carried in backpacks containing books, pens, pencils, snacks, etc., are likely to become dented, scratched, and even spilled on. Also, your backpack may be left in exposed and/or unsupervised areas while you are in class or at after school activities. Parents or guardians should discuss with their children these risks and security questions associated with taking devices to school.

Disciplinary Action

Students violating the above technology agreement will be disciplined. The severity of the discipline depends on the seriousness of the violation. The school administration will determine the specific discipline, including the communication with parents or guardians.

Disciplinary action is listed below. The specific action taken depends on the nature of the violation and any past violations.

- A verbal reprimand
- A written reprimand that is included in the student’s records and sent to parents or guardians
- Suspension of computer and network use for a period of time:
 - Two weeks
 - One month
 - End of school year
 - Teachers will assign alternative activities during any period of suspension

Students will make restitution for careless or intentional damage to equipment and network and for the costs incurred to replace equipment or correct the network status (for example, overtime charges to clear the network of a virus).

I understand and will follow the rules of this agreement. I understand that any violation of the above rules may result in disciplinary action, the loss of my Internet/network privileges, and/or appropriate legal action. I also agree to report any misuse of the information to my teacher. I understand that there is no expectation of privacy when using district technology. I agree to return the Chromebook I am using to any district staff member when requested.

I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school district and district personnel against all claims, damages, and costs that may result from my/my child's use of district technology, or the failure of any technology protection measures used by the district.

Student Name (Print): _____

Student Signature: _____ Grade: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____